

EMERGENCY MANAGEMENT INSTITUTE



CATALOG OF ACTIVITIES



FEMA

U.S. Fire Administration

Emergency Management Institute

2003-2004

Catalog of Activities

Emergency Management Institute

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<http://training.fema.gov/emiweb/rclists.htm>

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Federal Emergency Management Agency

The Federal Emergency Management Agency (FEMA) is now a part of the Department of Homeland Security (DHS). FEMA will continue to work with other federal agencies, as well as state, local, and tribal officials to carry out certain objectives of the new Department. FEMA will work to minimize the damage, and assist in the recovery, from terrorist attacks that occur within the United States, as well as carry out other objectives of DHS by acting as a focal point regarding natural and manmade crises and emergency planning.

The training role of FEMA in DHS is far reaching and is designed to prepare federal, state, local, and tribal officials who are responsible for preparing for, responding to, recovering from, and mitigating the effects of disasters.

Through training, programmatic and technical guidance, coordination with other federal agencies and the private sector, and the provision of financial and technical support, FEMA provides vital support for an effective national emergency management system. This system spans the full spectrum of emergencies from natural to man-made disasters, including those involving weapons of mass destruction. It extends through all levels of government and the private sector.

Representative FEMA activities are listed below.

- Supporting state, tribal, and local governments in a wide range of disaster planning, preparedness, mitigation, response, and recovery efforts.
- Coordinating federal aid for presidentially declared emergencies and disasters.
- Developing practical application of research to lessen the damaging effects of emergencies and disasters.
- Coordinating civil emergency preparedness for peacetime radiological accidents (including those at nuclear power plants), hazardous materials incidents, and terrorism events involving nuclear devices.
- Providing training, education, and exercises to enhance the professional and technical development of federal, state, tribal, and local emergency managers and fire service officers.
- Reducing the Nation's losses from fire.
- Administering the insurance aspects, the flood-loss reduction program, and the risk assessment activities of the National Flood Insurance Program (NFIP).
- Implementing comprehensive programs for earthquakes, hurricanes, and dam safety.
- Providing leadership for the National Earthquake Hazards Reduction Program (NEHRP).
- Developing community awareness programs for weather emergencies and home safety.
- Planning for hazardous materials emergencies, including the development of Chemical Stockpile Emergency Preparedness Programs (CSEPP).
- Coordinating emergency management preparedness.
- Planning to ensure continuity of government and mobilization of resources during national security emergencies.
- Providing a catalyst for developing disaster-resistant communities.

Further information about FEMA is available on the Internet at:

<http://www.fema.gov>

HUMAN DIGNITY STATEMENT

Participants, instructors, and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus. The uniqueness of all individuals attending the Emergency Management Institute is recognized as well as their diversity, which can be a resource that enriches the learning environment through sharing of differing perspectives. An equal learning opportunity is provided to all course participants.

Board of Visitors

The Board of Visitors plays an important role in enhancing the academic stature of the Emergency Management Institute (EMI). Authority for the Board comes from the Federal Advisory Committee Act (5 U.S.C.) Appendix 1, Executive Order 12024, GSA Regulation 41 CFR 101.6 and appropriate FEMA regulations found at 44 CFR Part 12. Functions of the Board are:

- to examine the Institute's programs to determine whether these programs further the basic mission of the Institute; and
- to discuss other appropriate subject areas that are related to the effectiveness of the delivery of the Institute's programs.

The Board's charter is to make comments and recommendations regarding the operations of the Institute and any improvements it deems appropriate. The Board provides an annual report to the Undersecretary of Emergency, Preparedness and Response, and to the Administrator, U.S. Fire Administration.

Members of the Board are professionals in the fields of emergency management, education, and public administration from the public and private sectors. Members are selected to provide a balanced representation of interests and for the perspective they can contribute to enhancing the Board's effectiveness.

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Private Sector/Other

(Vacancy at time of printing)

Overview

CAMPUS AND FACILITIES

The National Emergency Training Center (NETC) in Emmitsburg, Maryland, offers the finest in educational resources. The campus is located 12 miles south of Gettysburg, Pennsylvania, 75 miles north of Washington, DC, and 50 miles northwest of Baltimore, Maryland.

The 107-acre campus is shared by the United States Fire Administration (USFA), the National Fire Academy (NFA), the Emergency Management Institute (EMI), the Field Personnel Operations Division, and the Satellite Procurement Office. All these components are part of FEMA, one of the four directorates in DHS. The NETC campus has fully equipped air-conditioned classrooms, lodging for students, a Learning Resource Center, and dining and recreational facilities. There also are several specialized facilities, such as the Simulation and Exercise Lab, a television studio (EENET), and two computer laboratories that are integral to the instruction of many courses.

EMERGENCY MANAGEMENT INSTITUTE

Through its courses and programs, EMI serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of federal, state, local, and tribal government officials, volunteer organizations, and the public and private sectors to minimize the impact of disasters on the American public. EMI curricula are structured to meet the needs of this diverse audience with an emphasis on how the various elements work together in emergencies to save lives and protect property.

Instruction focuses on the four phases of emergency management: mitigation, preparedness, response, and recovery. EMI develops courses and administers resident and non-resident training programs in areas such as natural hazards (earthquakes, hurricanes, floods, dam safety), technological hazards (hazardous materials, terrorism, radiological incidents, chemical stockpile emergency preparedness), professional development, leadership, instructional methodology, exercise design and evaluation, information technology, public information, integrated emergency management, and train-the-trainers.

Approximately 5,500 participants attend resident courses each year while 100,000 individuals participate in non-resident programs sponsored by EMI and conducted by state emergency management agencies under cooperative agreements with FEMA. Another 150,000 individuals participate in EMI-supported exercises, and approximately 1,000 individuals participate in the Chemical Stockpile Emergency Preparedness Program (CSEPP). Additionally, hundreds of thousands of individuals use EMI distance learning programs such as the Independent Study Program. Visit the EMI Web site at:

<http://www.fema.gov/emil>

NON-RESIDENT COURSES—COURSES OFFERED BY STATES

A significant portion of our training is conducted by state emergency management agencies, under cooperative agreement with FEMA. Not all of the courses listed in the Non-Resident section of this catalog are offered in each state every year. Contact the appropriate state office of emergency management to obtain dates of course offerings and other information on training activities. The address and phone numbers for state and regional training officers are listed at the back of this catalog.

HIGHER EDUCATION PROJECT

A goal of the Federal Emergency Management Agency (FEMA) is to encourage and support the expansion of emergency management-related education in colleges and universities across the United States. We believe that in the future, more emergency managers in government and the private sector will come to the job not only with a college education, but with a degree in emergency management as well.

Toward that end, EMI has developed a prototype college-level emergency management curriculum outline, consisting of a series of classroom-based, upper division (junior/senior) courses, and is in the process of working with professors around the country to develop these courses for handoff to other colleges and universities.

As courses are developed, they will be made available electronically via the Internet. To review or acquire a copy of any currently available course, use the following Uniform Resource Locator (URL):

<http://training.fema.gov/emiweb/edu>

The emergency management curriculum outlines, as well as a listing of colleges and universities offering emergency management programs or teaching one or more emergency management-related courses, also can be found on the Web site noted above.

Those interested in investigating the development of an emergency management college program are invited to contact the Higher Education project manager:

Higher Education Program
Emergency Management Institute
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998
(301) 447-1262 or
<http://training.fema.gov/emiweb/edu>

CERTIFIED EMERGENCY MANAGER® (CEM®) PROGRAM

The Emergency Management Institute endorses the Certified Emergency Manager® program, which is administered by the International Association of Emergency Managers. The purpose of this program is to raise and maintain professional standards and certify individuals who have demonstrated basic competencies in the emergency management profession.

Information on the CEM® program can be obtained by contacting the International Association of Emergency Managers at 111 Park Place, Falls Church, Virginia, 22046, by phone at (703) 538-1795, or by e-mail at iaem@aol.com.

CREDIT FOR EMI COURSES

American Council on Education (ACE) Recommendations

Although EMI is not accredited as an academic institution, some EMI courses involve college-level work, and individuals completing these courses may apply to their colleges to receive credit based on having attended the EMI courses. These courses have been evaluated by the ACE College Credit Recommendation Service and recommended for equivalent college credit in the ACE's *Guide to Educational Credit for Training Programs*. Not all courses are recommended for college credit. For those that are, specific information on credit equivalency recommendations from the *Guide* are included in the course descriptions in this catalog under the title "ACE Recommendations."

Level Codes

- LD Lower Division (can apply to associate's degree or first 2 years of bachelor's degree program)
- UD Upper Division (third and fourth year of bachelor's degree program; also can be applied to LD if school agrees)
- G Graduate Program

Continuing Education Units (CEUs) Granted

Continuing Education Units (CEUs) are granted to course participants seeking these credits toward a program which an individual needs for maintaining specific knowledge, skills, and abilities. The number of CEUs is based on successful completion of a course which grants 1 CEU per 10 **contact** hours of an organized training experience under sponsorship by an institute such as the EMI. Records of participation are maintained permanently and issued from the NETC Admissions Office upon request. Each course description includes the CEUs.

FEMA is an authorized provider that ensures that the training received meets all criteria under the International Association of Continuing Education and Training.

Continuing Education Credits (CECs)

Continuing Education Credits (CECs) are awarded by the Association of State Floodplain Managers (ASFPM) for classes taken to advance the professional development of floodplain managers and those working with floodplain management issues. As part of their Certified Floodplain Manager (CFM) program, the ASFPM awards these credits to recognize and track the continued development and growth of the floodplain manager's skills through training. There are two types of ASFPM CEC credits: core and parallel. Core floodplain management subjects are those that are directly related to the field of floodplain management. Continued study in these subjects is an important part of maintaining CFM status. Parallel floodplain management subjects are those that are indirectly related to the field of floodplain management.

College Credit for Independent Study Courses

EMI Independent Study courses are reviewed annually for college credit through a nationally accredited college or university. For more information, contact:

FEMA Independent Study Program (College Credit)
Emergency Management Institute
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998

Military reserve personnel may earn retirement points for completing EMI Independent Study courses. Refer to the Independent Study section of this catalog for details (page 103).

The Independent Study courses can be accessed on the Internet at:

<http://training.fema.gov/EMIWeb/IS/>

LEARNING RESOURCE CENTER (LRC)

The LRC is the campus library for participants attending EMI, NFA, and other training and education programs sponsored by FEMA. With a collection of more than 70,000 books, reports, magazines, and audiovisual materials, the LRC facilitates and supports participant and faculty research and curriculum development and design.

Reference Service

Visit, write, or call the LRC for information. The LRC routinely supplies answers to simple requests—such as an organization's telephone number and address; a publication's source and price, etc. In response to more complex subject inquiries, the LRC staff will conduct literature searches, compile bibliographies and, depending on copyright restrictions, provide documentation in the form of reports and articles.

Loan

Only FEMA personnel and NETC faculty and participants may borrow materials from the LRC. However, via inter-library loan through local libraries, the general public can access the LRC's collection of books and research reports. Audiovisuals, magazines, and general reference materials are noncirculating.

Hours

The LRC's regular schedule of hours is Monday–Friday, 8:30 a.m.–5 p.m. eastern standard time. Specifically in support of the NETC curriculum, the LRC is open some weekends and evenings for participant use. Call ahead when visiting the LRC at these times.

Addresses and Phone Numbers

National Emergency Training Center
Learning Resource Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998

1-800-638-1821
(301) 447-1030
(301) 447-3217 (fax)

Internet Access

netclrc@dhs.gov (e-mail)

www.lrc.fema.gov
(online card catalog)

UNITED STATES FIRE ADMINISTRATION (USFA)

The USFA is located on the Emmitsburg campus. USFA is the federal fire focus in fire safety and prevention and supports the efforts of local communities to reduce the number of fires and fire-related deaths, injuries, and property loss. The mission of the USFA is to reduce loss of life and property due to fire and related emergencies through leadership, advocacy, coordination, and support. USFA serves the nation independently, in coordination with federal agencies, and in partnerships with fire protection and the emergency service community. With a commitment to excellence, the USFA provides public education, training, research and technology, and data initiatives.

Through courses and programs, USFA's National Fire Academy (NFA) works to enhance the ability of the fire service and allied professionals to deal more effectively with fire and related emergencies.

The Academy's delivery systems are diverse. Courses are delivered on campus at the resident facility in Emmitsburg, Maryland, and throughout the Nation in cooperation with state and local fire training officials and local colleges and universities.

For those interested in pursuing degrees, the Degrees at a Distance Program (DDP) extends NFA's academic outreach through a network of seven colleges and universities. Fire service personnel who cannot attend college because of work hours and locations are able to earn a degree in fire technology and management through independent study.

Further information is available via the USFA Web site at:

<http://www.usfa.fema.gov/>

OUTLINE OF CATALOG AND COURSE CODING

The catalog is divided into sections to make it user friendly. The Overview section provides information on the campus and facilities, special projects (Higher Education, etc.)

The General Information section provides information relative to the Application, Registration, Attendance, Costs and Stipends, Foreign Applicants, Travel, Lodging, Food Services, etc., and maps with descriptions for NETC.

The courses are divided into Resident and Non-Resident sections: Mitigation, Readiness and Technology, Professional Development, Disaster Operations and Recovery, Integrated Emergency Management, and Independent Study.

To identify where the different courses are offered, the following course codes are used:

E	Resident courses held at the NETC campus
G	Field-delivered courses
IS	Independent Study courses
L	Resident courses held off-site
K	Self-paced training using the World Wide Web (Master Trainer Program–Evaluation of Training)

FEMA	http://www.fema.gov
EMI	http://training.fema.gov/emiweb
Higher Education	http://training.fema.gov/emiweb/edu/
EENET	http://training.fema.gov/emiweb/eenet/
LRC	netclrc@dhs.gov (e-mail) www.lrc.fema.gov (online card catalog)
Independent Study	http://training.fema.gov/EMIWeb/IS/
USFA/NFA	http://www.usfa.fema.gov
FEMA Form 75-5	www.training.fema.gov/emiweb/EMICourses
EMI Catalog	http://training.fema.gov/emiweb/emicatalog1/menu/index.html
CSEPP	www.ornl.gov/EMC/CSEPPweb/FEMACSEPPHome.html
CD Videos and CD-ROMS	http://www.ntis.gov
National Alert Training News	http://training.fema.gov
Master Trainer Program	http://training.fema.gov/emiweb/mtp

General Information

Eligibility

To take a course at EMI, applicants must meet the selection criteria and prerequisites specified for each course. Participants may not take the same course more than once.

Enrollment in EMI courses is generally limited to U.S. residents; however, each year a limited number of international participants are accommodated in EMI courses. (See Foreign Applicants, page 13.)

Application Procedures

The form used to apply to take an EMI course is the General Admission Application Form (FEMA Form 75-5, dated July 2000). *Only the July 2000 version of the FEMA Form 75-5 can be accepted.* The other versions will be returned. A copy of the July 2000 form is included at the back of this catalog, and it may be duplicated. Additional forms can be downloaded from the EMI Web site (www.training.fema.gov/emiweb/EMICourses) or obtained from state and local emergency management offices, FEMA regional offices, or the NETC Office of Admissions. The addresses for the state/local emergency management offices and the FEMA regional offices are listed at the back of the catalog. **Please fill out all blanks on the application form completely or it will be returned.**

Applications must be coordinated, reviewed, and approved by:

- The head of the applicant's sponsoring organization,
- The emergency management office of the applicant's state, and
- The NETC Admissions Office.

EMI's National Enrollment System

EMI will use a National Enrollment System of two terms with a prescribed application period for each term.

Winter Term 2004—For courses to be conducted from October 2003 through March 2004, the application period is May 1 through June 30, 2003.

For Courses Beginning	Application Period	Applicants to be Notified
October 1, 2003–March 30, 2004	May 1–June 30, 2003	By September 30, 2003
April 1–September 30, 2004	November 1–December 31, 2003	By March 31, 2004

After each application period:

- NETC staff will review the applications and notify applicants regarding their status as noted above.
- EMI will post any remaining vacancies on the EMI Web site (www.training.fema.gov/emiweb/EMICourses) and interested personnel may continue to apply. EMI will fill vacancies on a first-come, first-served basis. (**Note:** for IEMC vacancies by position consult the IEMC Web site at www.training.fema.gov/emiweb/iemc/).

Travel Planning

Applicants must not make travel plans prior to receiving an official acceptance package from the NETC Admissions Office. Acceptance packages contain important travel information for the specific classes.

Attendance/Substitution/Cancellation

Once accepted, participants are expected to attend all sessions of each course, seminar, or workshop. Those who do not attend all sessions will not receive course completion certificates and will not be reimbursed under the Student Stipend Program.

If an organization must cancel an accepted participant, the organization may request substitution of an equally qualified person. This request must be made **in writing** at the same time as the cancellation and must be accompanied by a completed General Admissions Application Form for the substitute. *Requests for substitutions for EMI courses must be submitted through the applicable state emergency management office.* If a last-minute cancellation is necessary, please call the NETC Admissions Office at (301) 447-1035 or (800) 238-3358 (extension 1035). A fax may be sent to (301) 447-1658; e-mail address is netc-admissions@dhs.gov.

Dress Policy

When attending EMI classes, it is each participant's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both the local climate differences and classroom activities. If EMI staff determine that a participant's attire is inappropriate, the participant will be required to change into more appropriate clothing before being allowed to continue class.

There are no tuition fees for EMI on-campus or off-site courses. All instruction, course materials, and housing (for most participants) are provided at no cost. Participants from other countries, other federal agencies, and most participants from private industry or contractors to state, local, or tribal governments must pay their own transportation and lodging fees. All participants are responsible for the cost of cafeteria meals provided and for personal, incidental expenses.

Stipend reimbursement is limited to three trips for each participant per fiscal year. You must purchase a 21-day pre-purchased, nonrefundable ticket for round-trip transportation by common carrier (economy, coach class, or less). First class and business class airline tickets will not be reimbursed. If you are notified in enough time to purchase the 21-day ticket and do not do so, your reimbursement will be limited to the state ceiling as established by NETC. If you choose to drive, you will be reimbursed the current Privately Owned Vehicle (POV) federal mileage allowance or the state ceiling, whichever is less.

Reimbursement will be made by direct deposit to your personal account (please provide a copy of a check). You are responsible for reimbursing your organization.

If you have questions about your eligibility to receive a stipend, please call (301) 447-1035.

Lodging and Food Service

All lodging rooms are nonsmoking and are randomly assigned once approved for a course.* If you are required to pay for your lodging, you may do so by cash, personal check, traveler's check, and credit card (MasterCard, Visa, American Express, and Discover). The meal charge will be identified in all acceptance letters and will include costs for three meals per day beginning with dinner on the day preceding the course start date and extending through lunch on the last day of the course plus morning and afternoon breaks. Meals may be paid for with cash, traveler's check, purchase order, credit card (MasterCard or Visa) or by advance payment. There are no refunds for meals missed. **All participants residing on campus must purchase a meal ticket.** Any participant who does not purchase a meal ticket must move off campus for the duration of the course at his/her own personal expense. Also, participants staying off campus must pay for morning and afternoon breaks.

* Handicapped-accessible rooms are available for those who require them; this should be indicated on the FEMA Form 75-5.

Registration

Upon arrival, participants must report to Building C (see map on page 16) to obtain room assignments and key cards. A picture ID is required. Participants may be lodged a distance from the registration building and, for this reason, we recommend luggage with wheels.

Foreign Applicants

EMI often receives inquiries from citizens and officials of foreign countries. EMI courses are generally available to U.S. citizens only. Most EMI resident courses expect attendees to have full knowledge of, and experience with, U.S. governmental and political systems and are based on U.S. specific legislation, regulations, and systems. Thus, most EMI courses are not appropriate for foreign participants.

While EMI cannot generally accommodate international participants in its resident courses, it occasionally sends faculty to other nations to deliver emergency management training on-site. All expenses for such training must be paid by the host nation. For more information, write to:

Superintendent
Emergency Management Institute
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998

International participants are occasionally accepted to attend EMI resident courses on a space-available, fee-pay basis. To be considered for such an exception, applications from foreign individuals must meet the following conditions:

- The application must come from and be endorsed by an appropriate component of the national government of the applicant's home nation. Applications are generally routed through the appropriate embassy.
- The applicant must be a government employee with official emergency management responsibilities pertinent to the course which he/she is requesting to attend. The official endorsement must describe these responsibilities, their relationship to the course requested, and a compelling need to attend EMI to receive the required training.
- Because language translation is not provided on campus, participants must be fluent in reading, writing, and speaking English.

Completed applications should be sent to:

Admissions Office, Room I-216
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998
(301) 447-1035
(301) 447-1658 (fax)
netc-admissions@dhs.gov (e-mail)

Campus Security

Due to heightened security requirements, please understand that security and law enforcement personnel may search you, your vehicle, and your luggage. Maryland Law is very narrow in its definition of Law Enforcement Officers who may carry firearms. For your own protection and to expedite your processing into the NETC, do not bring any firearms to campus. Sworn and state POST certified officers and federal officers or local officers with concurrent jurisdiction who require a firearm for the performance of required official duties must obtain an exception from the Director of Support Services or the NETC Safety and Security Specialist prior to arrival on campus. For more information, please call (301) 447-1422.

In addition, please do not bring alcoholic beverages on campus.

Transportation and Parking

Participants must make their own flight arrangements. Travel days are normally the day before the course begins and the day the course ends. Specific travel information relative to each course will be included in the participant acceptance package. **Please read this information carefully BEFORE making flight arrangements.** Participants must call the NETC Transportation Office at (301) 447-1113 at least 1 week in advance to reserve a seat on the airport shuttle. Seating on the bus may be unavailable and transportation to Emmitsburg will be at the participant's own expense if he/she fails to call.

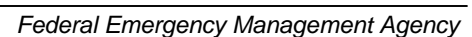
Participants who drive to campus must register their vehicles upon arrival in the lobby of Building C. Picture identification and automobile registration (owner's card) must be shown when the vehicle is registered in order to receive stipend reimbursement. A parking permit will be issued, which must be displayed on the vehicle. Participant parking is in the lot north of Building J and is not permitted elsewhere on campus. Vehicles parked in violation of this rule are subject to towing at the owner's expense. Loading and unloading of luggage is permitted in designated areas. Participants may arrive on campus any time after 12 noon the day before class begins. Departure is any time after graduation, which is usually concluded by 9 a.m. the last day of the course.

Directions to NETC:

- **From Baltimore:** I-695 (Baltimore Beltway) to I-70 West (towards Frederick); to Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.
- **From Washington:** I-495 (Washington Beltway) to I-270 North (towards Frederick); to Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.
- **From Philadelphia:** Pennsylvania Turnpike West to Harrisburg, Exit 17 (Route 15). Go south on Route 15 to Emmitsburg. Turn right off Route 15 to South Seton Avenue.
- **From Pittsburgh and West:** Pennsylvania Turnpike East to Harrisburg, Exit 17 (Route 15). Go south on Route 15 to Emmitsburg. Turn right off Route 15 to South Seton Avenue.







NATIONAL EMERGENCY TRAINING CENTER

St. Joseph's College was purchased by the Federal Emergency Management Agency in 1979 to serve as a training facility. Prior to its official closing in 1973, the college served as a 4-year liberal arts college for women. In 1981, the facility was entered into the federal records as the National Emergency Training Center (NETC). The NETC houses the United States Fire Administration (USFA) (which includes the National Fire Academy (NFA)); the Emergency Management Institute (EMI); and the Human Resources Division of the Administration and Resource Planning Directorate. The following is a brief description of the buildings.

The Fallen Firefighters' Memorial was dedicated on October 4, 1981, and in October 1990, Congress designated it as the National Fallen Firefighters' Memorial. It is a memorial to firefighters who lost their lives in the line of duty.

Building A: A three-story residence hall built in 1964 and renovated in 1996. It has 96 dormitory rooms. (I)

Building B: Student Center, built in 1956, is the location of the game room, pub, and recreational activities. A large picture window overlooks the scenic Catoctin Mountain range. (F)

Building C: Built in 1956 and renovated in 1995, it has 217 dormitory rooms. (F)

Building D: Built in 1926 and renovated in 1965 and 1995, it is a three-story brick structure which has the charm of the old architecture. It consists of 65 dormitory rooms, a student computer center, and a convenience shop in the basement. (G) (I)

Building E: Built in 1926 and renovated in 1966 and 1993, it is occupied by Computer Support Personnel; EENET TV studio is on the 2nd and 3rd floors, Personnel, Procurement, Budget Office, and auditorium. (F)

Building F: Built in 1925 and renovated in 1965 and 1995, it has 45 dormitory rooms. (G) (I)

Building G: Built in 1948, it was renovated in 2000–2001 to accommodate the offices of NFA/USFA staff. (G)

Building H: Built in 1923 and renovated in 1993, it houses the NFA offices, a fully equipped gymnasium, a weight room, and an Olympic-sized indoor swimming pool. (F)

Building I: Built in 1996, it serves as the Material Receipt and Distribution Center, Maintenance Facility, Management and Operations offices, Admissions Office, and Publications Center. (F)

Building J: Built in 1966 and renovated in 1993, it is the NFA classroom facility and houses the NFA staff. It includes a lobby and a tiered 249-seat auditorium. (F)

Building K: Built circa 1870, renovated in 1982 and 1993, it houses EMI classrooms. The three-story brick structure also contains a Dining Hall capable of seating 500 people, Independent Study on second floor. (F)

Building L: Built in 1959 and renovated in 1993, it consists of 42 dormitory rooms and a conference room. National Fallen Firefighters' Memorial Staff (I)

Building M: Built in 1965 and renovated in 1989, it houses two EMI classrooms and the EMI Computer Lab. (F)

Building N: Designed by the English-born architect, E. G. Lind (1829–1909), it was built in 1870 and renovated in 1992. The building is an example of Second Empire style which was popular in the second half of the 19th century. As such, it is listed on the National Register of Historic Buildings. It houses USFA, the Learning Resource Center and EMI. (F)

Building O: Erected in 1839 as a chapel. The marble and alabaster altars and stained glass windows were retained when it was renovated in 1965. There are contract support offices in the front of the chapel and basement. (I)

Building P: The log cabin serves as a recreation facility, overlooking the peaceful Tom's Creek. (F)

Building Q: The brick barn is a service facility. The ornamental brick grill windows are characteristic of early 19th century Western Maryland construction. (F)

Building R: Built in 1948, renovated in 1993, and located behind building G, it serves as the Fire Protection and Fire Command Simulation Laboratories. Houses USFA staff offices. (F)

Building S: Renovated in 2000–2001, this is the new home for EMI/NFA Simulation Laboratories. (F)

Building T: The old milk house of the original St. Joseph's campus, it houses contractor staff.

Building U: A burn building complex used by NFA for arson investigation and demonstrations. (F)

Building V: Built in 1992, it houses the Security Office. (F)

HANDICAPPED ACCESS: F—Fully accessible I—Accessible first floor only N—Not accessible
G—Ground floor accessible only R—Restrooms not accessible

RESIDENT COURSES

The information in this catalog is also available on the Internet at:

<http://training.fema.gov/emiweb/EMICourses/catalog2004.asp>

Mitigation

The Mitigation curriculum provides training for federal, state, local, and tribal government, and private sector employees who are working to eliminate or reduce the long-term risk to human life and property posed by earthquakes, floods, tornadoes, dam failures, landslides, hurricanes, and other natural hazards.

The curriculum includes courses, workshops, and seminars of varying lengths. Resident offerings generally last 4½ days while field courses last 1 to 2 days. Some offerings are appropriate only for resident delivery because they require instruction by representatives of a number of federal agencies and facilitators located in the Washington, DC, area.

Many of the courses offered in this curriculum area directly support the training requirements of federal programs, such as the National Flood Insurance Program (NFIP), the National Hurricane Program, and the National Earthquake Hazards Reduction Program (NEHRP). Participants in these courses learn about program regulations and policies and are provided with the tools and techniques for implementing mitigation strategies.



E170 Advanced HAZUS Multi-Hazard (MH) for Hurricane

This course is designed to provide in-depth instruction on the use of HAZUS-MH for advanced applications related to wind-loss modeling. The HAZUS-MH Preview Hurricane Model allows users in the Atlantic and Gulf Coast regions of the United States to estimate hurricane winds and potential damage and loss to residential, commercial, and industrial buildings. It also allows users to estimate direct economic loss, post-storm shelter needs, and building and tree debris quantities. Detailed lessons include: Hurricane Hazard Methodology, Deterministic and Probabilistic Analysis, Mitigation Analysis, Building Damage and Loss, Shelter and Debris Models, Advanced Spatial Queries, and Combined Hurricane and Flood Analysis.

Selection Criteria: The audience for this course includes state and local emergency managers and GIS specialists, state and local planners, regional personnel responsible for wind mitigation and response activities, and other federal agencies. A strong working knowledge of ArcGIS is recommended.

Prerequisites: E313, *Basic HAZUS Multi-Hazard* course.

Course Length: 3½ days
CEUs: 2.5

**E172 Advanced HAZUS Multi-Hazard (MH) for Flood**

This course is designed to provide in-depth instruction on the use of HAZUS-MH for advanced applications related to flood-loss modeling. The HAZUS-MH Flood Model is capable of assessing riverine and coastal flooding. It estimates potential damages to all classes of buildings, essential facilities, transportation lifelines, utility lifelines, vehicles, and agricultural crops. The model addresses building debris generation and shelter requirements. Direct losses are estimated based on physical damage to structures, contents, and building interiors. The effects of flood warning are taken into account, as well as flow velocity effects. The Flood Information Tool (FIT) allows users to prepare local flood hazard and other pertinent data for use in the HAZUS-MH. Detailed lessons include: Riverine and Coastal Hazard Methodology, FIT, Damage Functions, “What-if” Analysis, and Advanced Spatial Queries.

Selection Criteria: The audience for this course includes state and local emergency managers and GIS specialists, state and local planners, regional personnel responsible for flood mitigation and response activities, and other federal agencies. A strong working knowledge of ArcGIS and Spatial Analyst is recommended.

Prerequisites: E313, *Basic HAZUS Multi-Hazard* course.

Course Length: 3½ days
CEUs: 2.5

**E174 Advanced HAZUS Multi-Hazard (MH) for Earthquake**

This course is designed to provide in-depth instruction on the use of HAZUS-MH for advanced applications related to earthquake-loss modeling. The HAZUS-MH Earthquake Model, an updated and enhanced version of HAZUS99-SR2, continues to provide loss estimates of damage and loss to buildings, essential facilities, transportation lifelines, and utility lifelines, and population based on scenario or probabilistic earthquakes. The model addresses debris generation, fire-following, casualties, and shelter requirements. Direct losses are estimated based on physical damage to structures, contents, inventory, and building interiors. It also includes the new Advanced Engineering Building Model (AEBM) for single and group building mitigation analysis. Detailed lessons include: Building Vulnerability, Facility Inventory, Lifeline Inventory and Vulnerability, AEBM, Average Annual Loss, and Advanced Spatial Queries.

Selection Criteria: The audience for this course includes state and local emergency managers and GIS specialists, state and local planners, regional personnel with responsibility for earthquake mitigation and response activities, and other federal agencies with risk assessment responsibilities. A strong working knowledge of ArcGIS is recommended.

Prerequisites: E313, *Basic HAZUS Multi-Hazard* course.

Course Length: 3½ days
CEUs: 2.5



E207 Mitigation Field Operations

This course is designed to provide FEMA mitigation staff with a practical, performance-oriented learning environment that enables them to accomplish their assigned roles in integrating mitigation into disaster response and recovery operations.

Selection Criteria: FEMA regional mitigation staff and FEMA Headquarters mitigation staff. Space also will be available for nonmitigation staff. This course is not intended to be an introductory course for those very new to FEMA. Staff attending this course should have general knowledge of mitigation and FEMA's structure. A statement verifying the above qualifications should be included in block 16 of the application form.

Course Length: 3½ days
CEUs: 2.5

**E234 Digital Hazard Data**

This course is designed to give floodplain and emergency management personnel the necessary skills and knowledge to use digital flood data and other hazard data. It is **not** intended to make participants technically proficient (experts) in the hands-on use of Geographic Information Systems (GIS). Participants must have basic computer skills and literacy, including knowledge of Windows. Advanced users should be aware that many **basic** GIS concepts will be included in course content and exercises. This training supports FEMA's conversion of the paper flood insurance rate maps to a computerized format.

Selection Criteria: The audience for this course consists of state and local floodplain and emergency management personnel, regional personnel with National Flood Insurance Program responsibilities, personnel from other federal agencies involved in floodplain and emergency management, and state and local planners. Individuals who are not in manager/planner positions may apply if the need to attend this training is documented in block 16 of the application.

Prerequisites:

Required: Participants must be able to do the following.

1. Read and interpret the Flood Insurance Rate Map.
2. Use, or be planning to use, GIS.
3. Use a personal computer and Windows 95.

A statement verifying the above qualifications should be included in block 16 of the application form.

Recommended: None.

Course Length: 4 days
CEUs: 2.8
CECs: 6 (parallel)

**E238 Cooperating Technical Partners Course**

This course is designed for Cooperating Technical Partners (CTP): individual communities or regional or state agencies responsible for flood hazard identification and/or floodplain management participating with FEMA in the flood mapping process. The course is designed to prepare partners to successfully implement NFIP mapping activities and produce flood map products under the CTP initiative through information dissemination, practical application exercises, and evaluation of learning objectives in an interactive atmosphere.

Selection Criteria: Federal, state, and local staff responsible for implementing and overseeing the Cooperating Technical Partners initiative. Participants should have working knowledge and experience in implementation of local floodplain management and processes related to flood hazard mapping under the NFIP.

Prerequisite: Participants must represent a partner that has signed a CTP Memorandum of Agreement or is in the final stages of signing an Agreement.

Course Length: 4½ days
CEUs: 3.1



E260 Hazard Mitigation Grant Program/Flood Mitigation Assistance (HMGP/FMA) Grants Administration Course

This course is for state and FEMA personnel responsible for managing grants awarded under FEMA's mitigation programs. Participants will gain the knowledge necessary to execute their financial responsibilities, including monitoring, reporting, and closeout, in accordance with applicable law, regulations, and guidance governing these programs.

Selection Criteria: State and federal staff involved with the HMGP/FMA Grants Program. A statement verifying the above qualifications should be included in block 16 of the application form.

Course Length: 4 days

CEUs: 3.1

CECs: 6 (parallel)

**E263 Managing the Hazard Mitigation Grant Program (HMGP) for States**

This course is designed to cover the basic programmatic aspects of the Hazard Mitigation Grant Program (HMGP). The course will complement other more advanced HMGP-related training such as the HMGP/FMA Grants Administration Course, NEPA training, and benefit-cost training.

Selection Criteria: State and FEMA regional staff with responsibilities for administration, implementation, and oversight of the HMGP. A statement verifying the above qualifications should be included in block 16 of the application form.

Course Length: 4 days

CEUs: 1.3

**E273 Managing Floodplain Development Through the National Flood Insurance Program (NFIP)**

This course is designed to provide an organized training opportunity for local officials responsible for administering their local floodplain management ordinance. The course will focus on the NFIP and concepts of floodplain management, maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance.

Selection Criteria: Local officials responsible for administering local floodplain management ordinances, including but not limited to floodplain management administrators, building inspectors, code enforcement/zoning officers, planners, city/county managers, attorneys, engineers, and public works officials. Federal/state/regional floodplain managers also are encouraged to attend. The course is designed for those officials with limited floodplain management experience. Attendance will be limited to two participants from any state for each offering.

Course Length: 4½ days

CEUs: 3.1

CECs: 12 (core)

**E276 Benefit-Cost Analysis: Entry-Level Training**

This course is designed as an introduction to the fundamental concepts of benefit-cost (BC) analysis. Participants will learn how to obtain BC data and conduct analyses using the basic versions of the riverine and coastal A-zone software modules. This course will not teach how to conduct level-two BC analyses.

Selection Criteria: The target audience is FEMA and state hazard mitigation officials. Other personnel involved in conducting BC analyses may also apply.

Prerequisites:

Required: Participants must have knowledge of mathematics (basic algebra and percentages) and computers (Windows and spreadsheet programs).

Recommended: Familiarity with basic mitigation terminology is suggested.

Course Length: 2½ days

CEUs: 1.3

CECs: 12 (core)



**E278 National Flood Insurance Program/
Community Rating System (NFIP/CRS)**

This course covers the CRS, a nationwide initiative of FEMA's National Flood Insurance Program. It describes activities eligible for credit under CRS, how a community applies, and how a community modifies an application to improve its classification.

Selection Criteria: FEMA regional office staff, NFIP state coordinators, regional planning officials, local and tribal government officials, those performing floodplain management services for local governments, and others interested in learning about the CRS in order to provide technical assistance to communities seeking to apply for CRS credit. Attendance will be limited to two participants from any one community per fiscal year.

Prerequisites:

Required: None.

Recommended: The course is designed for those officials with some floodplain management experience.

ACE Recommendation:

Credit Hours: 2 Semester Hours
Level: LD or UD
Curricula: Public Administration or Emergency Management

Course Length: 4 days

CEUs: 2.9

CECs: 12 (core)

**E279 Retrofitting Flood-Prone Residential
Buildings**

This course is designed to provide engineering and economic guidance on what constitutes proper retrofitting techniques for flood-prone residential structures. The course will focus on the concepts of floodproofing, regulatory framework, controlling parameters, design practices, and benefit, cost, and technical feasibility analysis. There is a case study design exercise and a written examination.

Selection Criteria: The audience comprises engineers and architects, and building code, floodplain management,* hazard mitigation,* planning,* zoning,* and public works officials.*

* This course is intended for those with engineering, architectural, or building science knowledge.

Prerequisites:

Required: None.

Recommended: It is recommended that participants complete IS-279. Please see the Independent Study curriculum in this catalog to order IS-279.

ACE Recommendation:

Credit Hours: 2 Semester Hours
Level: UD
Curricula: Civil Engineering, Emergency Management, or Resource Economics

Course Length: 4½ days

CEUs: 2.9

CECs: 12 (core)



E303 HAZUS Multi-Hazard/DMA 2000 Risk Assessment

This training focuses on HAZUS-driven risk assessment methodology, data requirements, and applications to assist local communities and other organizations in addressing their disaster-related risk assessment needs. The 2-day EMI HAZUS-driven risk assessment course will involve technical presentations on risk assessment methodology and hands-on exercises using HAZUS-MH. The course will cover the following topics:

- Risk assessment methodology and HAZUS-MH software
- Steps associated with Hazard Identification and Prioritization
- Key steps involved in inventory identification and enhancement
- Key steps involved in completing the hazard risk assessment and analysis
- Risk assessment outputs and their uses
- HAZUS-driven risk assessment methodology used for “other” disaster scenarios and how HAZUS software can support these efforts.

Selection Criteria: The audience for this course includes FEMA regional staff and state and local emergency management planners.

Prerequisites:

Required: E313, *Basic HAZUS-MH* course and E317, *Comprehensive Data Management for HAZUS-MH*.

Recommended: E308/L308, *Using HAZUS for Mitigation Planning*.

Course Length: 2 days

CEUs: 1.4

**E308 Using HAZUS in Mitigation Planning**

This course provides a focus on how HAZUS can help a local community or a county identify, support, and develop strategies, programs, and actions to accomplish effective earthquake hazard mitigation.

Selection Criteria: State, tribal, and local government elected officials, decisionmakers, and mitigation planners.

Course Length: 2 days

CEUs: 1.2

**E313 Basic HAZUS Multi-Hazard (MH)**

This course is designed to provide federal, state, and local Geographic Information Systems (GIS) specialists in emergency management with the skills and knowledge to use HAZUS-MH, the nationally applicable standardized methodology and software program that contains models for estimating potential losses from earthquakes, floods, and hurricanes. HAZUS-MH uses state-of-the-art GIS software (ArcGIS) to map and display hazard data, and the results of damage and economic loss estimates for buildings and infrastructure, allowing users to estimate the impacts of hurricanes, floods, and earthquakes to populations.

Selection Criteria: The audience for this course includes state and local emergency managers and planners, GIS specialists responsible for risk assessment activities, regional personnel responsible for earthquake, wind, and flood mitigation and response activities, and other federal agencies with a need to conduct risk assessment. They must have a strong working knowledge of multi-hazard applications of HAZUS toward mitigation, recovery, and risk management.

Prerequisites:

Required: Participants must be able to do the following:

1. Use a personal computer and Windows.
2. Use GIS.
3. Have GIS experience.
4. Be involved in updating the HAZUS database in their region.

Recommended: ESRI On-line GIS Tutorial and Introduction to ArcView 8.2.

Course Length: 4 days

CEUs: 2.8



E317 Comprehensive Data Management for HAZUS Multi-Hazard (MH)

This course is designed to provide in-depth instruction on collecting and processing high-resolution hazard inventory data and integrating the data into HAZUS MH. Detailed lessons include: Data Availability, Modification and Costs, Importing BIT and InCast Files, Developing Point, Polyline and Polygon data, FIT, and Comparing Analyses.

Selection Criteria: The audience for this course includes federal, state, and local GIS specialists in emergency management who are involved in flood and other hazard assessment or managing multi-hazard databases and GIS information. A strong working knowledge of ArcGIS with Spatial Analyst extension is recommended.

Prerequisites: E313, *Basic HAZUS Multi-Hazard* course.

Course Length: 3½ days

CEUs: 2.5

**Multi-Hazard Building Design Summer Institute (MBDSI)**

E329 Flood Protective Design
E330 Earthquake Protective Design
E331 Wind Protective Design

The Multi-Hazard Building Design Summer Institute (MBDSI) is intended to provide up-to-date technical information on building design for the faculty of engineering or architectural colleges. It is intended that faculty members incorporate this information into their curriculum in order to train the architects and engineers of the future in the proper approaches to mitigating natural hazards. The MBDSI is organized to allow participants to attend two courses over a 2-week period.

Selection Criteria: The MBDSI is available to the faculty of engineering or architectural colleges; others will be permitted to attend on a space-available basis. Those not holding architectural or engineering faculty positions will be admitted on a first-come, first-served basis beginning on June 15, 2004. All who attend must possess the appropriate graduate- or post-graduate-level degrees in structural or civil engineering or architecture. Any exceptions to this requirement must be approved by the course manager.

Participants requesting to attend both weeks of the MBDSI are given preference over those desiring to attend only 1 week of the Institute.

Course Length: 4 days

CEUs: 2.9 to 3.1 (depending on course).



E362 Multi-Hazard Emergency Planning for Schools Train-the-Trainer (TTT)

This course will provide participants with the knowledge, skills, and tools they need to develop effective Emergency Operations Plans (EOPs) for school emergencies.

Participants will be able to:

- Recognize that emergency planning for schools is community-based and continuing.
- Identify the people and agencies who should be involved in their planning process.
- Describe the types of hazards that present the highest risk for schools and the potential damage that these hazards cause.
- Identify structural and nonstructural hazards in and around the school facility.
- Mitigate nonstructural hazards and develop a mitigation strategy for structural hazards.
- Develop and implement a strategy for testing the plan.
- Revise the EOP based on lessons learned from exercises and/or actual emergencies.

This combined train-the-trainer will present course content and “how to teach” the field Multi-Hazard Emergency Planning for Schools (G362) course.

Selection Criteria: This course is for state and local training teams. The recommendation is **ONE** team member from the following area designated by each bullet (●):

- Representative of state Department of Education
- Representative of school district, such as
 - District administrator or school board member
 - School principal or assistant principal
 - District or school risk manager
 - District or school plan facility engineer/manager
 - District resource officer supervisor or school resource officer
 - School counselor, psychologist, secretary, transportation coordinator
- Representative of emergency management
- Representative of law enforcement
- Representative of fire service
- Representative of medical service

- Representative of public health
- A team up to seven people can apply
- Two state teams per offering

Course Length: 3½ days

CEUs: 2.5

**E386 Residential Coastal Construction**

This course is designed to train participants on FEMA's *Coastal Construction Manual*. This manual is the primary, state-of-the-art reference for planning, designing, and constructing residential structures in the various coastal environments.

Selection Criteria: The target audience is engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning, and building officials with building science knowledge may also apply.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curricula: Coastal Residential Construction Practices, Emergency Management Hazard Mitigation Techniques, or Civil Engineering

Course Length: 4½ days

CEUs: 2.9

CECs: 12 (core)



E417 Community Emergency Response Team (CERT) Train-the-Trainer (TTT)

Introduces participants to the CERT concept of preparing civilians to proactively organize and train for a disaster. The course covers administrative considerations for implementing the program. It prepares trainers to teach the CERT material by demonstrating instructional methods.

Participants return to their community to help organize CERT teams in the community's neighborhoods and businesses. They offer teams preparedness and response training. They help maintain teams by providing support and using teams as part of the community's emergency response capability. More information about CERT is available on the Web at www.training.fema.gov/emiweb/cert/index.asp.

Selection Criteria: Participants represent the sponsoring agency that is implementing the CERT program in their community. Typically, participants are members of emergency management, fire, police, and emergency medical agencies. A team, up to four people, can apply representing the sponsoring agency. If a person has attended a state or local CERT TTT, he or she should not apply for E417.

Prerequisites:

Required: None.

Recommended: Participants should have a working knowledge of the CERT material and an ability to instruct adults.

Course Length: 3 days

CEUs: 1.8

**E435 Geology and Seismology Education for Teachers: Earthquake Science and Preparedness**

This 4-day workshop introduces *Earthquakes: A Teacher's Package for K-6* (FEMA 159) and *Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7-12* (FEMA 253) curriculums. This course, for K-12 teachers interested in learning about basic geology, earthquake seismology and disaster preparedness, comprises short background lessons dealing with earth science and seismology, coupled with hands-on exercises. Earthquake education incorporates elements of the national science standards, basic mathematics, language, reading, arts, socials studies, physical education, and music. Participants will get hands-on experience using the exercises in class, with breakout sessions led by teachers who have used the exercises in classroom settings. Background lectures involve basic earth science complemented by demonstrations of activities that emphasize how earthquakes are generated, how they allow scientists to study the earth, and how engineers attempt to mitigate the effects of earthquakes. A half-day field trip exposes teachers to the geology of the Appalachian region, provides additional emphasis on the importance of local geology in determining human interaction with landscape, and how earthquakes affect people and buildings. Participants will learn about disaster preparedness and review methods of coping with disasters of various types in school settings. Tabletop exercises will allow participants to discuss their own experiences with school emergencies and learn how to handle them appropriately.

Selection Criteria: The intended audience for this workshop includes Kindergarten through Grade 12 teachers, science and curriculum coordinators, teachers/educators from regional science and educational resource centers, and emergency coordinators for educational institutions.

Course Length: 4 days

CEUs: 2.9



E464 Disaster-Resistant Jobs

Participants will learn background and techniques to promote mitigation within the business community. They are expected to return to their communities and work to promote mitigation in the economic sector.

Selection Criteria: Participants should be local emergency managers, economic developers, Chamber of Commerce staff, and others who can promote mitigation in the local business community.

Prerequisites:

Required: The participant must take IS-393, *Introduction to Mitigation*.

Recommended: None.

Course Length: 4 days

CEUs: 1.8

**L324 Introduction to Hurricane Preparedness at the National Hurricane Center**

Hurricane Forecast Specialists cover the meteorology and forecasting of hurricanes, the hazards associated with them, and the operation of the National Hurricane Center. FEMA's Regional Hurricane Program Manager covers the Hurricane Liaison Team and Evacuation Liaison Team concepts as well as the regional concept of operations. The week has activities in forecasting hurricanes, using Sea, Lake, Overland Surge from Hurricanes (SLOSH) and using Hurrevac. There is a course offered for the Gulf Coastal states, Southeast Coastal states, and the Mid-Atlantic and Northeast Coastal states.

Selection Criteria: FEMA's Regional Hurricane Program Specialist and the state Hurricane Program Manager select participants from the course. Participants are chosen based on their involvement with hurricane-related functions in their job.

Prerequisites:

Required: Completion of IS-324, *Community Hurricane Preparedness*.

Recommended: None.

Course Length: 4 days

CEUs: 2.4



Readiness and Technology

Most of the Readiness and Technology courses are conducted at the local and state level (see the Readiness and Technology Non-Resident Course section).

The current Readiness and Technology menu of resident courses focuses on radiological hazards, terrorism, CSEPP, and hazardous materials. Resident courses include those specific to the Radiological Emergency Preparedness (REP) program and those generic to any radiological hazard. The preparedness resident courses include emergency planning for radiological incidents, as well as skill and exercise-based courses for gathering and analyzing radiological data.

Emergency management training for schools can be found under the Mitigation curriculum.



S301 Radiological Emergency Response Operations (RERO)

This is a performance-based operations course where the participants learn to respond to, and manage, radiological incidents. The participants, organized as response teams, operate and make decisions in a realistic exercise environment. This includes on-scene incident assessment, radiological monitoring, radiation exposure and contamination control, accident victim rescue and care techniques, and reporting procedures. Because of the realism of the exercises, this course is physically challenging.

Selection Criteria: Participants must be members of an organized federal, state, local, or tribal radiological/hazardous materials response team that provides assistance to first-level responders. Personnel are assigned as hygienists, sanitarians, radiological officers, and other emergency services personnel. **This course is limited to U.S. citizens.**

Prerequisites:

Required: Successful completion of *Fundamentals Course for Radiological Response*, G320, or equivalent education and experience.

- *Radiological Emergency Response*, Independent Study course (IS-301) must be completed by all applicants.

Recommended: None.

ACE Recommendation:

Credit Hours: 3 hours
Level: UD
Curriculum: Radiological Sciences

Course Length: 4½ days
CEUs: 3.1

NOTE: Please see the Mount Weather Conference and Training Center addendum on page 157.

**S302 Advanced Radiation Incident Operations (ARIO)**

This course is an advanced-level course for those individuals who need to refresh or improve skills as a radiological responder or manager. This course focuses on response plans and procedures for complex incident(s). The performance-based training concentrates on organization and jurisdictional issues and planning considerations where all levels of government may be involved in responding to an incident such as a terrorism event. This course is physically challenging.

Selection Criteria: Those individuals who are assigned to or are responsible for responding to and possibly managing a radiation incident. These individuals may be members of federal, state, tribal, local, and private sector response teams.

Prerequisites:

Required: Successful completion of S301, *Radiological Emergency Response Operations (RERO)* course.

Recommended: None.

Course Length: 4½ days
CEUs: 3.1

NOTE: Please see the Mount Weather Conference and Training Center addendum on page 157.

**E304 Radiological Emergency Preparedness (REP) Exercise Evaluation**

This course is for federal evaluators of nuclear power plant off-site exercises. Course topics include regulations and guidelines for evaluating exercises and the techniques for exercise evaluation.

Selection Criteria: Primarily federal evaluators of nuclear power plant off-site REP exercises. state, local, tribal, and utility personnel who are involved in the development of off-site REP plans and exercises also may apply.

Prerequisites:

Required: IS-331, *Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation*. (This IS course is currently under development with an expected completion date of September 2003.)

Recommended: None.

ACE Recommendation:

Credit Hours: 2 hours
Level: G or UD
Curricula: Radiological Sciences, Public Administration

Course Length: 3 days
CEUs: 3.1



E340 Radiological Emergency Preparedness (REP) Planning

This course focuses on nuclear power plant off-site emergency preparedness. It addresses federal regulatory policies, development and testing of plans, and public perceptions. This course provides a sound understanding of basic planning assumptions and policy issues.

Selection Criteria: Local, state, federal, and tribal government and utility personnel involved in off-site nuclear power plant emergency planning (under the provisions of NUREG 0654/FEMA REP-1, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants*). This course is recommended for new federal/state/local/tribal REP planners and federal/state/local/tribal emergency response managers. Utility company off-site planners also may apply.

Prerequisites:

Required: None.

Recommended: Completion of G235, *Emergency Planning*.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curricula: Radiological Sciences, Public Administration

Course Length: 4 days
CEUs: 3.1

**E341 Radiological Accident Assessment Concepts (RAAC)**

This course addresses radiological consequences of accidents involving radiological materials. This includes accidents or incidents involving commercial power reactors, lost sources, dispersion devices, and transportation. The focus of the course is concepts involved in formulating protective action recommendations following a radiological accident, such as dose quantities, atmospheric dispersion, dose projection, protective action guides, and derived intervention levels. Participants engage in problem-solving sessions and a tabletop exercise. **There are two required evening sessions and a final examination in this course.**

Selection Criteria: Enrollment is limited to local, state, and federal technical radiological accident assessment staff. Private sector (i.e., utility company) technical staff also may apply. **This course is not intended for emergency management staff.** This course requires familiarity with mathematical equations and exponential manipulations. Participants must bring a scientific calculator which they know how to use to perform the required calculations. Participants also should know how to use Microsoft Excel and the Nuclear Regulatory Commission computer code, RASCAL. Individuals who have completed both the *Radiological Accident Assessment—Plume Phase* (E350) and *Radiological Accident Assessment—Post-Plume Phase* (E349) courses should **not** apply for this course.

Prerequisites:

Required: Completion of the Precourse Workbook is required prior to attending the course. Course manager must review all applications prior to acceptance by admissions office.

Recommended: Completion of IS-301, *Radiological Emergency Response*.

Course Length: 4 days
CEUs: 3.1



E407 Homeland Security Planning for Local Governments Train-the-Trainer (TTT)

This course prepares participants to deliver EMI's *Terrorism Planning Course* (G408). In this train-the-trainer, you not only hear from experienced trainers who have taught this course, we will also assign you a module to deliver. We will send you the CD-ROM material before your arrival so you may familiarize yourself with the course and begin preparing your module.

Selection Criteria: You must be willing and able to deliver the course; be actively involved in emergency management (including, but not limited to fire, emergency medical services, public health, public works, and law enforcement); and be experienced in adult training methods.

Prerequisites:

Required: Participants should have a working knowledge of emergency planning (as articulated in FEMA's *Guide for All-Hazard Emergency Operations Planning*), the Incident Command System and or emergency operating center operations, and adult teaching methodologies.

Recommended: Participation in the field version of this course (G408).

Course Length: 4 days

CEUs: To be Determined

**Prerequisites:**

Required: None.

Recommended: Completion of the *Fundamentals Course for Radiological Response* (G320). Completion of *Basic Instructional Skills* (G265) or an adult education methods course or equivalent is recommended.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curricula: Radiological Science Education, Education Technology

Course Length: 4½ days

CEUs: 3.1

**E425 Radiological Series Train-the-Trainer (TTT)**

This course is designed to qualify instructors to teach the following: *Fundamentals Course for Radiological Response* (G320), *Hospital Emergency Department Management of Hazardous Materials Accidents (HMA)* (G346), Department of Energy MERRTT Training. The course includes background information on the radiological protection system, the management plan for the Radiological Training Series (the TD-100 publication), and all courses of the Radiological Training Series. Participants should be aware that micro-teaching is an objective of this course. The course does not concentrate on content, but rather on instructional methodology.

Selection Criteria: Instructors identified by the state as part of a cadre of radiological instructors who teach the *FCRR*, *HMA*, and *DOE MERRTT* materials.

E449 Incident Command System (ICS) Curricula Train-the-Trainer (TTT)

This course will train participants to teach the ICS field courses that EMI offers. Those courses are: *Intermediate ICS* (G195), *Advanced ICS* (G196), *ICS: Law Enforcement* (G190), *ICS: Public Works* (G192), *ICS for Public Officials Conference* (G194), and the *ICS/EOC Interface Workshop* (G191). This combined TTT will concentrate on “how to teach” the courses rather than on course content. Emphasis will be placed on intermediate and advanced-level courses. Participants can expect evening sessions in this course.

Selection Criteria: People who have a working knowledge of ICS through experience and/or training, who have trained adults, and who agree to deliver the field version(s) of EMI's ICS curricula.

Prerequisites:

Required: Completion of the IS-195, *Basic Incident Command System (ICS)* (IS-195) Independent Study course and at least one of the following EMI ICS courses: *ICS: Law Enforcement* (G190), *ICS: Public Works* (G192), *ICS/EOC Interface* (G191), *Intermediate ICS* (G195); or one of these EMI/NFA Independent Study courses: *Special Event Contingency Planning for Public Safety Agencies* (IS-15); *An Orientation to Community Disaster Exercises* (IS-120); *The Emergency Operation Center's (EOC's) Role in Community Preparedness, Response, and Recovery Operations* (IS-275); or *Emergency Response to Terrorism* (Q-534); or an equivalent course offered by the recognized training agency or institution.

Recommended: None.

Course Length: 4½ days
CEUs: 3.1

**E580 Emergency Management Framework for Tribal Governments**

This course provides tribal leaders with a basic understanding of emergency management principles and their role in leading and directing their Tribes in implementing comprehensive emergency management systems.

Specific topics include:

- Federal, state, tribal, and local partnership in emergency management.
- Getting a program started.
- Concept of emergency management and the four phases.
- Definition and analysis of hazards.
- Resources for emergency management available at the tribal, state, and federal level, as well as from the private sector.
- Developing an emergency operations plan.
- Comprehensive emergency management, its elements, and the appropriate role taken by the emergency manager.
- Meeting the challenges for upgrading and sustaining emergency management capabilities.

Selection Criteria: Tribal government officials who can lead and direct their jurisdictions in implementing comprehensive emergency management systems.

Course Length: 4½ days
CEUs: 3.1



Professional Development

In most communities, the strength of the emergency management system is related directly to the skills of the local emergency management professionals. Protection of lives and property begins on the local level where the emergency impact is felt immediately. Prompt, effective response and speedy recovery is the result of planning done over the years. The creation of a viable emergency management system, one that can tap needed resources from both public and private agencies, can be credited to those individuals who took leadership roles in their communities.

Course initiatives for instilling management and state-of-the-art skills for the training cadre and for developing additional expanded professional capabilities are now available. This cadre is at the core of training and a professional, competent emergency management workforce. The Master Trainer Program is designed to develop this cadre of training professionals capable of performing all training functions from analyzing training needs to the design, development, delivery, and evaluation of training activities with the goal of achieving excellence through training.



MASTER TRAINER PROGRAM

In the Master Trainer Program (MTP), each participant will be designing and developing training specific to the needs of his or her organization. After the *Performance and Needs Assessment* course, participants should conduct a needs assessment to identify a valid training need. Based on an identified need, a task analysis must be completed and used in the *Instructional Design* course to develop a Plan of Instruction that will be used in the *Course Development* course to develop training materials like Instructor Guides and Student Manuals. These materials will be used in the *Instructional Delivery* course to present a unit or a segment thereof. In *Evaluation of Training*, participants will design an evaluation instrument for some of the units in their course materials.

During the *Alternate Delivery Methods* course, participants will learn about designing and developing training for delivery using televised instruction, computer-based mediums, the Internet, and print-based independent study.

Individuals interested in applying for the Master Trainer Program must attend the *Management and Supervision of Training* course first. This course is a prerequisite for all the other courses in the Master Trainer Program. In order to apply for the Practicum, an individual must have completed *Management and Supervision of Training*, *Performance and Needs Assessment*, and *Instructional Design*, and be accepted into the Master Trainer Program.

The practicum is the culminating activity of the Master Trainer Program. A Master Trainer candidate will be required to submit a proposal. Upon approval, a staff advisor will be assigned to the candidate as a mentor and provide necessary support. The practicum requirement should be completed within 1 year of successful completion of all other Master Trainer requirements. Those who complete the entire program will be presented an EMI certificate stating they have completed the Master Trainer Program.

Completion of the National Fire Academy's *Fire Service Course Design* course may be substituted for EMI's *Instructional Design* course. No other course substitutions will be permitted.

The MTP consists of seven resident courses and a practicum that have been designed to develop or improve skills of emergency management trainers. Upon completion of the MTP, emergency management professionals will possess the skills and abilities to analyze performance shortfalls and design, develop, deliver, and evaluate performance-based training for adult learners.

The MTP curriculum consists of the following courses:

- E601** *Management and Supervision of Training* (description on page 39)
- E602** *Performance and Needs Assessment* (description on page 39)
- E603** *Instructional Design* (description on page 40)
- E604** *Course Development* (description on page 40)
- E605** *Instructional Delivery* (description on page 41)
- K606** *Evaluation of Training* (description on page 41)
- E607** *Master Trainer Practicum* (description on page 42)
- E608** *Alternate Delivery Methods* (description on page 42)

To Apply

Applications for admission to the Master Trainer Program will only be accepted after completion of E601. Applications will be reviewed on an individual basis as they are received and require the following items:

- A letter from the applicant requesting admission to the program. The letter should specify applicant's qualifications, commitment to complete the entire program, and expectation of the program.
- A General Admission Application Form (FEMA Form 75-5). Item #9a should state "EMI Master Trainer Program." Indicate in item #10 completion of the *Management and Supervision of Training* course.
- The questionnaire, which is provided to all persons who complete the *Management and Supervision of Training* course, completed with information about a training need the applicant has identified in his/her area of responsibility.
- A letter of recommendation from the applicant's immediate supervisor indicating the organization's commitment to allow the applicant to complete the entire program.
- A college transcript or a copy of the diploma to support the completion of at least an associate's degree.

All materials should be packaged and sent directly to:

Master Trainer Program
Emergency Management Institute
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998

The Emergency Management Institute will send a copy of the application to the appropriate State Training Officer for Emergency Management to obtain his/her approval. Without this approval, the applicant cannot be accepted into the program.

Individuals who are not accepted for the Master Trainer Program may apply for the individual courses within the program. Enrollment will be on a space-available basis, first come, first served.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Human Resource Management or Adult Education

Course Length: 4 days

CEUs: 3.0



E601 Management and Supervision of Training

This course is designed to enable participants to develop, plan, manage, and evaluate a training program effectively. Key topics include using an EMI-developed training management analysis tool to develop a training program, designing and developing courses, and selecting training sites, arranging logistics, promoting teamwork during training, minimizing liability, evaluating a training program, and developing an awareness of the alternatives available to standard classroom delivery.

This course is the initial activity in the Master Trainer Program. As such, it provides a surface look at the functions of needs assessment, course design, course development, course delivery, and course evaluation. It is appropriate for those training managers whose training responsibility is a collateral responsibility or who are new to the position.

Selection Criteria: This course is designed for those who have overall responsibility for developing, planning, managing, and evaluating training programs. FEMA regional training managers, state emergency management training officers, and other state-level organizational training managers are appropriate candidates for this course. Managers of local training organizations will be accepted provided they demonstrate that the system they manage is of a complexity commensurate with that of the state emergency management organization which includes all functions identified above.

Prerequisites:

Required: Applicants must have the responsibility for developing, planning, managing, and evaluating a training program.

Recommended: None.

Pre-Course Work: Participants will be required to do some pre-course reading.

E602 Performance and Needs Assessment

This course will provide the participant with the knowledge, skills, and tools to conduct performance and needs assessments and the opportunity to practice these acquired abilities. An assessment plan will be based on a problem which individuals will analyze to determine whether an assessment needs to be done and what is the appropriate intervention to correct the problem.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other key emergency management trainers.

Prerequisites:

Required: Participants must complete E601 first.

Recommended: Participants also should do research on a real problem from their department, agency, or organization.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Education, Public Administration, or Emergency Management

Course Length: 4 days

CEUs: 3.0



E603 Instructional Design

This course will provide the participant with the knowledge, skills, and tools to conduct instructional design in order to develop effective training. Participants will be able to work on a training need of their own choosing for most of the work assignments based on the needs assessment completed after the E602 course.

During the course, participants will use their task list to organize their training and work on a Plan of Instruction. Participants will orally present their Plan of Instruction and supporting analysis to other class members to sell their ideas and their plan. Activities include analyzing tasks and content, analyzing the audience, writing objectives, planning participant and course evaluation, and selecting instructional strategies and methods.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other key trainers with emergency management responsibilities.

Prerequisites:

Required: Participants must complete E601 and E602 first.

Recommended: None.

Pre-Course Work: Since participants will be designing training for their organization, based on a needs assessment, they will be required to submit a list of tasks that students attending their training should be able to perform at the end of the training. Reading assignments also are part of pre-course work.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Education, Public Administration, or Emergency Management

Course Length: 4 days

CEUs: 3.0

**E604 Course Development**

This course will provide participants with the knowledge, skills, and tools necessary to develop course materials for a content-specific course of instruction, which can be delivered effectively by other instructors.

Participants will complete parts of a Student Manual and Instructor Guide, plus some visuals, a job aid, an activity guide, and pre-course letter.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other trainers with emergency management responsibilities.

Prerequisites:

Required: Participants must complete E601, E602, and E603 first.

Recommended: None.

Pre-Course Work: Participants will be required to complete and submit the Plan of Instruction they completed during the *Instructional Design* course, do some preparatory reading, and complete a short self-study module on designing self-study materials.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Education, Public Administration, or Emergency Management

Course Length: 4½ days

CEUs: 3.1



E605 Instructional Delivery

This course will provide the participant with the knowledge, skills, and tools to become a more effective instructor. The course includes pre-course and in-class reading assignments, workgroup exercises, a quiz, and individual presentations. Since the emphasis of this course is on **delivery**, participants will be required to deliver three presentations using a variety of training techniques, with an opportunity to make an optional fourth presentation.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other trainers with emergency management responsibilities.

Prerequisites:

Required: Participants must complete E601, E602, E603, and E604 first.

Recommended: None.

Pre-Course Work: Participants will be responsible for completing some pre-course and out-of-class reading assignments. Participants **must be prepared to deliver a presentation using the content of the unit or lesson of instruction that was developed in the Course Development course** or that they are developing for their Master Trainer Practicum.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Education, Adult Learning (Training), Public Administration, Emergency Management, or Human Resource Development

Course Length: 4 days

CEUs: 3.1

**K606 Evaluation of Training**

This Web-based course will provide the participant with the knowledge, skills, and tools to evaluate training effectively. Using instructional materials designed and developed in previous Master Trainer courses, participants will develop a couple of evaluation instruments for the training they are developing.

This is only available as self-paced training using the World Wide Web (WWW). When participants complete E604 *Course Development*, they are put on a waiting list for K606. A blind drawing is conducted for participants who complete E604 at the same time to determine the order on the waiting list.

Only 10 participants can be enrolled in K606 at one time and participants have up to 14 weeks to complete, though most will complete in 4-8 weeks. Participants will submit four written assignments for instructor evaluation and will be able to communicate electronically with the instructor and other participants.

When a participant completes K606, the next participant on the waiting list will be notified to begin. A standard certificate will be issued upon successful completion of the course.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other trainers with emergency management responsibilities.

Prerequisites:

Required: Participants must complete E601, E602, E603, and E604 first.

Recommended: None.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Education, Adult Education and Training, or Human Resources Management

Course Length: 4 to 14 weeks on the Web

CEUs: 3.1



E607 Master Trainer Practicum

The Master Trainer Practicum is the culminating activity of the Master Trainer Program. It is not a course, but it involves an individual project in which the participant is responsible for conducting a training needs analysis aimed at enhancing some area of emergency management. Under the supervision of a mentor, the participant will then design, develop, deliver, and evaluate a training activity to meet those needs.

Selection Criteria: The Master Trainer Practicum is available only to those individuals who have been accepted and enrolled in the Master Trainer Program and completed E603, *Instructional Design*.

Prerequisites:

Required: Participants must complete E601, E602, and E603 before submitting a practicum proposal for approval. Upon approval of the proposal, the participant will be notified and assigned a mentor. Together the mentor and participant will prepare a review plan for completion of the practicum.

Recommended: None.

Course Length: (Not a course)
CEUs: 0

**E608 Alternate Delivery Methods**

The *Alternate Delivery Methods* course is designed to train professionals in how to evaluate several nonclassroom training alternatives and choose the most effective method(s) for delivering training. This course will provide a review of the most current delivery methods.

At the conclusion of *Alternate Delivery Methods*, the participants will be able to:

1. Choose the most efficient and effective delivery method or combination of methods based upon content, audience, and course objectives.
2. Identify the various personnel, equipment, and system resources necessary to provide training using a variety of methodologies.
3. Develop a business case and marketing plan for supporting the use of alternate delivery methods.

Selection Criteria: Participants in this course should be training managers who are actively involved in the course design, development, delivery, and evaluation process. Strong preference will be given to those applicants who have completed E601 and E602.

Prerequisites:

Required: Participants must complete E601 first. Knowledge, skills, and abilities in the areas of conducting needs assessments, course design, development, delivery, and evaluation are needed. The applicant must be familiar with the basic Microsoft Office 97 and Microsoft Office 2000 software packages, especially PowerPoint. The applicant will be required to complete some pre-course work.

Recommended: Skill in using the Microsoft Internet Explorer or the Netscape Internet browser package also will be helpful.

Course Length: 4 days
CEUs: 3.0

ACE Recommendation:

Credit Hours: 2 hours
Level: UD
Curriculum: Educational Methodology
Instructional Technology

**E237 Annual Training and Exercises Conference**

This conference is by "invitation only," and is conducted annually. The intended audience for this conference is State Training Officers, State Exercise Training Officers, and FEMA Regional Training Managers. The purpose of the conference is to address training issues and share information concerning FEMA and state training initiatives.

Selection Criteria: Open to State Training Officers (STO), State Exercise Training Officers (ETO), and FEMA Regional Training Managers (RTM).

Course Length: 4½ days
CEUs: 0



E388 Advanced Public Information Officers

This advanced course builds on the foundations established in *Basic Public Information Officers* (G290) by focusing on PIO responsibilities in large-scale emergency situations. This is accomplished through a series of lectures and simulation exercises. Topics include legal issues, risk communication, interpersonal skills, effective communication in emergencies, media relations, and use of the joint information system.

Selection Criteria: Full- and part-time public information personnel who have completed the *Basic Public Information Officers* (G290). This requirement can be waived for those individuals who have extensive experience in public information activities. Waiver requests must be submitted and approved in writing before an application will be accepted.

Prerequisites:

Required: *Basic Public Information Officers* (G290) (or pre-approved EMI waiver).

Recommended: None.

Course Length: 4 days

CEUs: 3.1

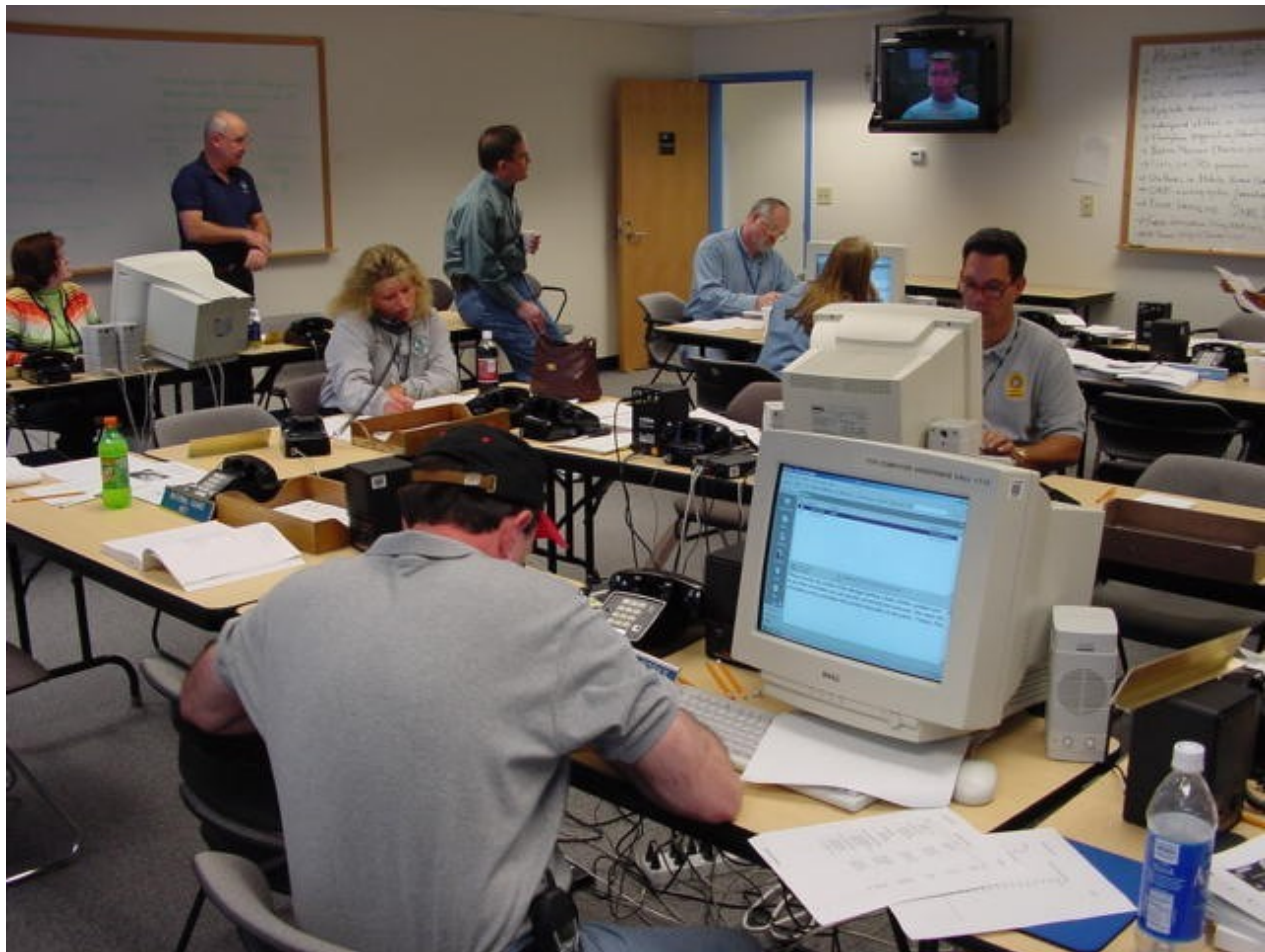


Disaster Operations and Recovery

EMI's Disaster Operations and Recovery curriculum provides training and education for federal, state, tribal, and local personnel involved in response and recovery activities.

The curriculum emphasizes the functions involved in response and recovery that can be applied to all hazards.

Recent disasters illustrate the need to have disaster response and recovery plans and to provide training for disaster workers on their roles, responsibilities, functions, and procedures in disasters. The Disaster Operations and Recovery curriculum provides such training and education for workers at the federal, state, tribal, and local levels of government and allied organizations.



E202 Debris Management

Revised in fiscal year 2001, this course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on state, tribal, and local responsibilities. Developed from a pre-disaster planning perspective, the course includes debris staff organizations, compliance with laws and regulations, contracting procedures, debris management site selection, volume reduction methods, recycling, special debris situations, and supplementary assistance.

Selection Criteria: Tribal, local, and state emergency management personnel, including public works and waste management staffs, who are responsible for planning and/or implementing debris removal and disposal actions.

Course Length: 4 days

CEUs: 2.4

**E208 State Coordinating Officer**

This course provides the knowledge and skills to work effectively in a management team with state and federal partners in a Disaster Field Office (DFO) or Emergency Operations Center (EOC). The focus of this course is on the SCO position; however, the course will discuss relationships of this position to other partners in EOC, DFO, etc.

Selection Criteria: State staff who have disaster management responsibilities such as; Individual Assistance Officers, Public Assistance Officers, State Hazard Mitigation Officers, State Public Information Officers, State Coordinating Officers, and others who have a disaster management assignment.

Prerequisite:

Required: IS-208, *State Disaster Management*, completed through the Independent Study Program.

Recommended: None.

Course Length: 4 days

CEUs: 2.9

**E210 Recovery from Disaster**

The resident version of this course is designed for local disaster recovery teams consisting of emergency managers, city/county administrators, public works directors, building inspectors, and community planners. The course focuses on the roles and responsibilities of each team member, and provides guidance on developing a local disaster recovery plan. Best practices in disaster recovery are summarized in a CD-ROM toolkit included in course materials. Participants are given the opportunity to develop an outline of their own recovery plan during the course.

Selection Criteria: Local government emergency managers, building officials, community planners, city or county administrators, and public works directors. State disaster recovery personnel who work directly with local governments in disasters are eligible to attend the course. FEMA staff who serve as community liaisons in disasters also are eligible and are encouraged to enroll in this course.

Course Length: 4½ days

CEUs: 2.5

**E282 State Community Relations**

This course provides knowledge and skills to individuals who are responsible for establishing, maintaining, and managing a state and local community relations capability in partnership with FEMA.

Selection Criteria: State personnel who are responsible for the development and management of a state and local community relations capability. These individuals may be managers from emergency management or an agency such as human resources or social services.

States are encouraged to bring a copy of existing documents such as a community relations annex to emergency operations plan, operating procedures, etc.

Course Length: 4½ days

CEUs: 3.1



E288 State Donations Management Course

This course is intended to provide state personnel, assigned as State Donations Coordinators, with the capability to develop and coordinate a state program to manage unsolicited donated goods and unaffiliated volunteer services effectively during a large-scale disaster.

Selection Criteria: Priority will be given to states who send a team of two participants; the State Donations Coordinator and a leading member of a voluntary agency (such as the Voluntary Organizations Active in Disaster (VOAD) chair). Each FEMA region also is invited to send a Human Services staff member.

Prerequisites:

Required: None.

Recommended: IS-288, *Role of Voluntary Agencies in Emergency Management*.

Course Length: 4 days
CEUs: 2.5

**E354 Basic Crisis Counseling Grant Program Course**

This course is intended to prepare the state departments of mental health to respond to a presidentially declared disaster. The main focus of the course is completion of the grant application for funding. The course provides training on disaster mental health concepts and organizational aspects of disasters and promotes pre-disaster planning that will expedite the grant application process. Enrollment is limited to one person per state.

NOTE: *This course does not provide instruction on crisis counseling or stress management techniques.*

Selection Criteria: This is an Invitation-Only course. You must be an employee of a state department of mental health responsible for overseeing a Crisis Counseling program grant in response to a presidentially declared disaster with little or no experience or a FEMA Regional DAE or PFT who works with the Crisis Counseling program in order to attend this course.

Course Length: 4 days
CEUs: 2.8

**E359 Applicant Services (Individual Assistance)**

This course is directed at FEMA Individual Assistance employees who have direct contact with applicants for assistance. FEMA management personnel who supervise those employees, and others who come in contact with the public such as Community Relations, Congressional Affairs staff, and field staff from other FEMA program areas may also attend.

Selection Criteria: FEMA Individual Assistance staffs.

Course Length: 3 days
CEUs: 2.4

**E376 State Public Assistance Operations**

To provide state, local, and tribal staffs with an overview of FEMA's Public Assistance Program, process, and policies. Course topics include introduction to program laws, regulations and policies, PA process, grants management, eligibility, hazard mitigation in the PA program, compliance with other federal laws and regulations, project formulation, and National Emergency Management Information System (NEMIS).

Selection Criteria: State, tribal, and local government personnel responsible for administering Public Assistance grants.

Course Length: 4 days
CEUs: 2.4



**E485 Direct Housing Program Management
(Individual Assistance)**

This course is designed for FEMA personnel who are involved in delivery, support, or training of Direct Housing. Participants may include IA officers, housing officers, FCOs, Site Inspection Team Leaders, Environmental Officers, Operations Officers, NPSC program managers, OGD staffs, DHAP officers, NPSC trainers, and Acquisition Management staffs.

Selection Criteria: FEMA Individual Assistance staffs.

Prerequisites:

Required: None.

Recommended: IS-292, *Disaster Basics*.

Course Length: 4 days

CEUs: 3.2

**E488 Donations Management Workshop Train-the-Trainer (TTT)**

This course trains qualified instructors to successfully conduct the field G288, *Donations Management Workshop* in their state. In this course, the participants will learn key principles of adult education and presentation skills and techniques. The course focuses on teaching strategies for the *Donations Management Workshop* and gives an overview of the training design of G288. Participants will be expected to teach and evaluate units of instruction from the *Donations Management Workshop*.

Selection Criteria: Participants should be State Donations Management Coordinators and/or representatives of the voluntary agencies on the donation team who have been selected by the state to be a part of their instructor cadre.

Prerequisites:

Required: Participants must have completed the IS-288, *Role of Voluntary Agencies in Emergency Management*, *State Donations Management Course* and/or G288, *Donations Management Workshop*, if it is available.

Recommended: None.

ACE Recommendation:

Credit Hours: 2 hours
Level: LD
Curriculum: Adult Education, Vocational Education, Speech or Communications

Course Length: 4 days

CEUs: 2.8



Integrated Emergency Management

This curriculum addresses emergency response activities for the total community—from the chief elected official to professional staff, both paid and volunteer, within the emergency response organizations. One set of courses in the curriculum is the Integrated Emergency Management Courses (IEMC). The IEMC stresses the integration of functions, resources, organizations, and individuals in all phases of emergency management. This course is offered in numerous versions to meet current needs and may be offered either for officials from several communities (generic course) or for a specific community. Current IEMCs include: *IEMC/All Hazards: Preparedness and Response*; the *IEMC/All Hazards: Recovery and Mitigation*; *IEMC/Hurricane: Preparedness and Response*; *IEMC/Hurricane: Recovery and Mitigation*; *IEMC/Earthquake: Preparedness and Response*; *IEMC/Earthquake: Recovery and Mitigation*; *IEMC/Homeland Security*; *IEMC/Hazardous Materials: Preparedness and Response*; and *IEMC/state*.

IEMCs immerse participants in the practical application of functions associated with disaster response management. Each course includes orientation presentations to specific response functions as well as a simulated emergency situation that participants must cope with in a high-stress disaster environment.

The IEMCs described in this section can be conducted for a specific community; however, the number of courses conducted annually in this fashion is limited. A request for a community-specific IEMC should be made at least 18 months before the date desired (see procedures in this section). Since a community-specific IEMC represents a substantial commitment of EMI resources to a single jurisdiction, a serious commitment also is required on the part of the participating community. Requests for IEMC community-specific offerings must be made by the chief elected or appointed community official, endorsed by the respective state emergency management agency, and approved by the appropriate FEMA regional office.

While every effort is made to accommodate individual applications for the IEMC courses, state offices of emergency management are the focal point for recruiting the participant positions for the generic courses, under the guidance of the FEMA regional offices. **Each offering requires one chief elected official, one police chief, one fire chief, etc., to fill real-life positions used in the IEMC.**



The **IEMC NATIONAL OPEN ENROLLMENT SYSTEM** will provide two open enrollment periods for Resident IEMC programs at EMI. All positions will be open to all potential participants from all areas (regions) of the country.

First National Open Enrollment Period: May 1–June 30. Applications will be submitted for all positions for Resident IEMC's scheduled for the first and second quarters of the following fiscal year.

Second National Open Enrollment Period: November 1–December 31. Applications will be submitted for all positions for Resident IEMC's scheduled for the third and fourth quarters of the following fiscal year.

After each National Open Enrollment Period, applications will be reviewed and selected participants will be accepted into the class they applied for and be notified. Participants who do not meet the qualifications or are not selected will also be notified.

After each National Open Enrollment Period is closed, any remaining vacancies will be posted on the IEMC Web site for a period of 60 days. These vacancies will be filled on a first-come, first-served basis. After 60 days, the courses will be closed. All remaining vacancies will be filled by IEMC staff members.

Eligibility requirements to attend Resident course offerings will remain the same. All applications must be submitted through the appropriate State Emergency Management Agency and FEMA region to the NETC and must contain the respective signatures for endorsement.

Information concerning the IEMC National Open Enrollment System can be accessed at:
<http://training.fema.gov/emiweb/iemc/>

INTEGRATED EMERGENCY MANAGEMENT COURSE (IEMC) SELECTION CRITERIA

Except for IEMCs reserved for “community-specific” courses, **all** participants are recruited for the following positions via the National Open Enrollment System.

Elected and appointed city, county, and tribal officials. These include mayor, county executive, legal counsel, city manager, city council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, housing coordinator, and director of transportation. Also included as eligible participants are state/area coordinators, state mitigation officers, National Guard representatives, and federal/military personnel. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. The Red Cross and Salvation Army (VOADs) and school and university systems also should be represented, along with business and industry including Chamber of Commerce, building associations, hotel and restaurant organizations, and engineers.

IEMC COMMUNITY-SPECIFIC APPLICATION PROCEDURES

Each year various communities throughout the United States express an interest in FEMA/EMI conducting an IEMC for their community emergency management officials and responders. Community-specific IEMCs require a major commitment from both the community and EMI, as well as from the FEMA regional office and state office of emergency management involved.

Because the demand for community-specific IEMCs exceeds the resources to deliver, application criteria and a formal selection process have been established. Both the selection process and information that will be reviewed to determine acceptance of a request are outlined below.

Steps in the Application/Selection Process

- The chief elected official of the jurisdiction submits a letter of request, addressing the specified criteria (see next section), to his/her respective state office of emergency management.

- If the state office of emergency management supports the request, it should attach a letter of endorsement outlining how acceptance of this request will meet state emergency management objectives. NOTE: At this stage in the request, the state office may elect not to forward the request but, instead, work with the community (especially if the community is under 100,000 in population) to conduct the G110, *Emergency Management Operations Course (EMOC) for Local Governments* for the community.
- If approved by the state office, the request should be forwarded to the appropriate FEMA regional office for review. The FEMA regional office, if it supports the application, should include an endorsement for each community it recommends. If more than one jurisdiction is submitted, the region should prioritize its recommendations.
- Applications should be received at EMI from the regions no later than April 15 each year. Between April 15 and May 15, EMI staff and FEMA program office representatives (as deemed appropriate based on information provided in the requests) will review the applications and rank them based on regional priority and information provided in the requests. Recommendations will be forwarded to the Superintendent of EMI for final selection no later than May 30.
- By June 30, communities that have been accepted will be notified, as will communities that were not accepted. Appropriate FEMA regional offices and state emergency management offices also will be notified.
- Communities that were not accepted and that want to be reconsidered for the following year must re-apply. Applications will not automatically be considered for the following fiscal year.

SPECIFIC CRITERIA

Communities must include the following with their letter of application:

- Population of jurisdiction.
- A brief description of the government structure (include organization chart if possible); clarify whether the request is for a single county, city, tribal community, or a combination.
- A narrative that includes the status of emergency management in the community, including past disaster history.
- Emergency management training and exercise history.
- Specific hazards facing the jurisdiction and/or specific hazards requested to be addressed in the IEMC.
- Any major national events planned for the jurisdiction, such as major sporting events, conventions, etc.
- The community emergency management objective(s) that will be accomplished through the IEMC.

E900 IEMC/All Hazards: Preparedness and Response

This IEMC is a premier course that addresses preparedness and response in emergency situations resulting from severe weather-related hazards. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities throughout the country. The “specific” audience IEMC is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a learning environment that is nonetheless realistic. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for *IEMC/All Hazards: Preparedness and Response* focuses on severe weather and related flooding.

Prerequisites:

Required: None.

Recommended: Participants are encouraged to enroll in both *IEMC/All Hazards: Preparedness and Response* and the *IEMC/All Hazards: Recovery and Mitigation* in consecutive, back-to-back, offerings.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

NOTE: Credit can be awarded for only one course in the series of the IEMC courses: E900, E905, or E910.

Course Length: 4½ days
CEUs: 2.5

**E901 IEMC/All Hazards: Recovery and Mitigation**

This exercise-based course emphasizing recovery and mitigation is new in the IEMC curriculum. It is similar to the *IEMC/All Hazards: Preparedness and Response* course in its format but emphasizes recovery and mitigation activities. This course is conducted for two types of audiences. The participants in the “generic” audience offering represent various communities throughout the country. This IEMC also may be offered to communities who have previously participated in a “specific” community IEMC. The *IEMC/All Hazards: Recovery and Mitigation* places public officials and other key community leaders in a simulation that begins **after** a disaster has affected a community. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a learning environment that is nonetheless realistic. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, in both the short-term and the long-term. The exercise scenario focuses on recovery from severe weather and related flooding. Mitigation activities to prevent or reduce the future impact of a similar disaster also are identified during the mitigation exercise.

Prerequisites:

Required: None.

Recommended: E900, *IEMC: All Hazards Preparedness and Response*. Participants are encouraged to enroll in both *IEMC/All Hazards: Preparedness and Response* and *IEMC/All Hazards: Recovery and Mitigation* in consecutive, back-to-back, offerings.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

NOTE: Credit can be awarded for only one course in the series of the IEMC courses: E901, E906, or E911.

Course Length: 4½ days
CEUs: 2.5



E905 IEMC/Hurricane: Preparedness and Response

This IEMC addresses preparedness and response in emergency situations resulting from a hurricane. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities throughout the country. The “specific” audience IEMC is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in an educational, yet realistic, environment. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for *IEMC/Hurricane: Preparedness and Response* focuses on evacuation issues prior to the simulated hurricane making landfall and response activities after landfall.

Prerequisites:

Required: None.

Recommended: Participants are encouraged to enroll in both *IEMC/Hurricane: Preparedness and Response* and *IEMC/Hurricane: Recovery and Mitigation* in consecutive, back-to-back offerings.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

NOTE: Credit can be awarded for only one course in the series of the IEMC courses: E900, E905, or E910.

Course Length: 4½ days
CEUs: 2.5

**E906 IEMC/Hurricane: Recovery and Mitigation**

This IEMC with emphasis on recovery and mitigation issues is another addition to the IEMC curriculum. This exercise-based course is similar to *IEMC/Hurricane: Preparedness and Response* in its format, but emphasis is placed on recovery and mitigation activities following a hurricane. This course is conducted for two types of audiences. The participants in the “generic” audience represent various communities from throughout the country. This IEMC also may be offered to communities who have previously participated in a “specific” community IEMC. The *IEMC/Hurricane: Recovery and Mitigation* places public officials and other key community leaders in a simulation that begins **after** a disaster has affected a community. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a learning environment that is realistic. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, both in the short-term and long-term. The exercise scenario focuses on a community recovery from a hurricane disaster. Mitigation activities to prevent or reduce the future impact of a hurricane also are identified through course exercises.

Prerequisites:

Required: None.

Recommended: E905, *IEMC: Hurricane Preparedness and Response*. Participants are encouraged to enroll in both *IEMC/Hurricane: Preparedness and Response* and *IEMC/Hurricane: Recovery and Mitigation*, in consecutive, back-to-back offerings.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

NOTE: Credit can be awarded for only one course in the series of the IEMC courses: E901, E906, or E911.

Course Length: 4½ days
CEUs: 2.5



E910 IEMC/Earthquake: Preparedness and Response

This *IEMC/Earthquake* course addresses preparedness and response in emergency situations resulting from an earthquake. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities from throughout the country. The “specific” audience IEMC is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises, allow for structured decisionmaking in a learning environment that is realistic. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for the *IEMC/Earthquake: Preparedness and Response* focuses on response to an earthquake. Also, additional planning needs to prepare for an earthquake response are identified.

Prerequisites:

Required: None.

Recommended: Participants are encouraged to enroll in both *IEMC/Earthquake: Preparedness and Response* and *IEMC/Earthquake: Recovery and Mitigation* in consecutive, back-to-back offerings.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

NOTE: Credit can be awarded for only one course in the series of the IEMC courses: E900, E905, or E910.

Course Length: 4½ days
CEUs: 2.5

**E911 IEMC/Earthquake: Recovery and Mitigation**

This is another new IEMC, which emphasizes recovery and mitigation issues. This exercise-based course is similar to the *IEMC/Earthquake: Preparedness and Response* in its format but emphasizes recovery and mitigation activities following a major earthquake. This course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities from throughout the country. This IEMC also may be offered to communities who have previously participated in a “specific” community IEMC. The *IEMC/Earthquake: Recovery and Mitigation* course places public officials and other key community leaders in a simulation that begins **after** a disaster has affected a community. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in an educational, yet realistic, environment. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, both in the short-term and long-term. The exercise scenario focuses on a community recovery from an earthquake disaster. Mitigation activities to prevent or reduce the future impact of an earthquake also are identified through course exercises.

Prerequisites:

Required: None.

Recommended: E910, *IEMC/Earthquake: Preparedness and Response*. Participants are encouraged to enroll in both *IEMC/Earthquake: Preparedness and Response* and *IEMC/Earthquake: Recovery and Mitigation* in consecutive, back-to-back offerings.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

NOTE: Credit can be awarded for only one course in the series of the IEMC courses: E901, E906, or E911.

Course Length: 4½ days
CEUs: 2.5



E915 IEMC/Homeland Security

This IEMC focuses on preparing for and responding to the consequences of a terrorist act. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities from throughout the country. The “specific” audience IEMC is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a realistic learning environment. In the *IEMC/Homeland Security*, special attention is placed on the response among agencies when the disaster area also is a crime scene.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

Course Length: 4½ days

CEUs: 2.5

**E925 IEMC/State: Response and Recovery
L925**

An exercise-based course combining classroom presentation, planning session, response exercise, and recovery exercise designed to simulate a major emergency involving many state resources.

Selection Criteria: Includes staff of state emergency management, police/patrol, department of agriculture, department of natural resources, department of health, department of transportation, social services, private/public utilities, media, and volunteer organizations.

NOTE: *Requests for this specialized IEMC should be originated by the state director of emergency management, endorsed by the governor, and forwarded through the appropriate FEMA regional office to the Superintendent, Emergency Management Institute.*

Course Length: 4½ days

CEUs: 2.5

**E920 IEMC/Hazardous Materials: Preparedness and Response**

This IEMC focuses on preparing for and responding to a major hazardous materials incident. This exercise-based course is conducted for a “generic” audience. The participants in the “generic” audience IEMC represent various communities from throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a learning environment that is nonetheless realistic.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

Course Length: 4½ days

CEUs: 2.5



INTEGRATED EMERGENCY MANAGEMENT COURSES FOR SPECIFIC COMMUNITIES

These IEMCs place emphasis on community response and short-term recovery issues. They are tailored to fit the community and are based on a selected hazard type. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a learning, yet realistic, environment. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster response and assist with making the transition from response activities to short-term recovery. These actions allow the community to “position” itself better for long-term recovery.

The following types of community specific programs are available to federal, state, local, and tribal communities:

- IEMC/All Hazards: Response and Recovery
- IEMC/All Hazards: Preparedness and Response
- IEMC/All Hazards: Recovery and Mitigation
- IEMC/Earthquake: Response and Recovery
- IEMC/Earthquake: Preparedness and Response
- IEMC/Earthquake: Recovery and Mitigation
- IEMC/Hurricane: Response and Recovery
- IEMC/Hurricane: Preparedness and Response
- IEMC/Hurricane: Recovery and Mitigation
- IEMC/Hazardous Materials Preparedness and Response
- IEMC/Homeland Security
- IEMC/Special Events (For local and state emergency management)
- IEMC/state Government (For state emergency management agencies)
- IEMC/Regional Operations Center (ROC) (For FEMA regional offices)

Selection Criteria: Elected and appointed city, county, and tribal officials. These include mayor, county executive, legal counsel, city manager, city and tribal council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, and director of transportation. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. The Red Cross and the Salvation Army (VOADs) and school and university systems also should attend.*

* A community desiring to participate in these courses should submit an application following the procedures outlined in this catalog on page 50.

Course Length: 4½ days
CEUs: 2.5



E136 Exercise Development

This course is designed for experienced emergency exercise staff to acquire in-depth knowledge and skills related to the exercise development process, including management, control, simulation, and evaluation. An emphasis is placed on the construction of exercise planning documents; staffing and training of team leaders in control, simulation, and evaluation; the development of expected player actions and points of review; and exercise administration and logistics.

Selection Criteria: State, FEMA regional, other federal agency staff, and local and tribal emergency management/emergency services staff who have the responsibility to lead or serve as a team member on their respective organization's/jurisdiction's exercise development teams.

Prerequisites:

Required: The participant must have substantial knowledge of emergency management operations and exercises within his/her organization and the assigned responsibility to lead and serve as a member of his/her respective organization's/jurisdiction's exercise planning and/or development team.

Recommended: Participants should complete IS-120, *An Orientation to Community Disaster Exercises*; G139, *Exercise Design*; and G130, *Exercise Evaluation*.

Course Length: 4½ days

CEUs: 2.5

